FIRE APPARATUS ENGINEER EXAMINATION INFORMATION

The State Personnel Board (SPB) will be administering an online training and experience evaluation examination for Fire Apparatus Engineer for the California Department of Forestry and Fire Protection (CAL FIRE). It is anticipated that the examination will be available on October 1, 2010, with a closing date of 5:00 p.m. on October 18, 2010. Please visit the SPB website at http://jobs.ca.gov to apply for the examination.

The Fire Apparatus Engineer examination is a continuous testing examination with designated filing periods. The examination will be available 24 hours a day, seven days a week during the upcoming filing period, October 1, 2010, through 5:00 p.m. on October 18, 2010. If you miss this filing period you will have to wait until the next filing period to take the examination. Late applications will <u>not</u> be accepted for any reason (e.g., incident assignment); therefore, we encourage all interested applicants to complete the examination as soon as possible, but no later than 5:00 p.m. on October 18, 2010. Future filing periods will be posted on the CAL FIRE Intranet, Internet, Microsoft Outlook Public Folders, and at the SPB website at http://jobs.ca.gov as the dates become available.

Examination results will appear immediately after you take the examination. Candidates who are successful in the examination will have 12 months of eligibility from the date they complete the examination and can re-compete after six months.

Candidates will be required to self-certify that they meet the minimum qualifications at the time they take the examination. All minimum qualifications will be verified before any appointment is made. Candidates who complete the examination, but do not meet the minimum qualifications, will be withheld from the employment list and will not be able to re-compete for six months from the date they took the examination.

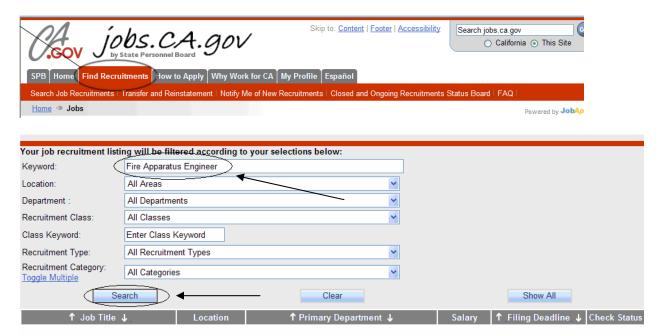
Examination information will be posted on the SPB website at http://jobs.ca.gov and on the CAL FIRE Intranet, Internet, and Microsoft Outlook Public Folders.

To apply for the examination go to the SPB website at http://jobs.ca.gov.



APPLY FOR THE JOB RECRUITMENT (EXAMINATION)

- Click on the "Find Recruitments" tab at the top of the page.
- Type "Fire Apparatus Engineer" in the keyword field and click on the "Search" button.
- Scroll down to the Fire Apparatus Engineer job recruitment (examination bulletin) link and click on the title to access the application and examination process.
- Scroll to the bottom of the Fire Apparatus Engineer bulletin and click on the "Apply Online" link.



On the next page, you will need to create a new user ID and password or use a preexisting user ID and password to log in to take the examination.



Once you have registered, you will be asked to voluntarily complete an Equal Employment Opportunity form and provide your social security number.

You will then be asked to provide information regarding your qualifications to take this examination. If you meet the minimum qualifications you will be allowed to continue with the examination. Candidates who do not meet the minimum qualifications will not be allowed to take the examination, but can re-apply when minimum qualifications are met.

PRIOR TO TAKING THE EXAMINATION

- Review the examination bulletin and the minimum qualifications carefully before taking the examination.
- Print the examination and thoroughly read and answer the questions before taking the examination online. A link to view and print the examination is located on the bulletin under "Examination Information."
- After taking the examination, review your answers, making sure you have accurately answered the questions before completing the examination online.
- If you are not able to complete the examination you can log back in and resume taking the examination where you left off. The examination must be completed no later than 5:00 p.m. on October 18, 2010.
- Keep in mind, once you complete the examination and receive a score, you <u>cannot</u>
 go back and change your answers. You will have to wait six months before taking
 the examination again.
- Print your examination results for your records; they will appear instantly after you
 take the examination. Until you have received your results, you have not completed
 the examination process.
- Carefully consider your tenure, timebase, and location choices as <u>you will only be</u> <u>certified on an employment list that meets your criteria.</u>

UPDATING YOUR PROFILE/VIEWING EXAMINATION INFORMATION

- Click on the "My Profile" tab.
- Enter your user ID and password.
- Click on the "Retrieve Application" button.
- You may review your information regarding the Fire Apparatus Engineer examination (e.g., score, notices) by clinking on the "Fire Apparatus Engineer" link.
- To update your address, telephone numbers, email, or password, click on "Update
 My Contact Info" on the menu bar at the top, re-enter your user ID and password
 and click on the "Update Contact Information" button.
- To update tenure, timebase, and location choices, click on the "Update Preferences" link for the job title you wish to update.



OTHER INFORMATION

- Application materials for this examination are accepted **ONLY** on the Internet.
- Due to the large number of candidates participating in this examination or other examinations, the SPB online application and examination process may be slow or go into a time out mode. Please be patient.
- If you have questions concerning this examination, contact the SPB at 1-866-844-8671.